

**TITLE: Coordinator, Student Health Promotion**

**CLASSIFICATION: Classified**

**SALARY GRADE: Q**

**SCOPE OF POSITION:**

Under general direction, coordinates and organizes the promotion of health and wellness in the SRJC community through preventive health programs, including faculty and student educational presentations, online outreach, campus events, and community collaborations. Provides evidence-based health promotion strategies to address mental health, sexual assault prevention and Title IX, substance abuse prevention, and other health issues. Oversees peer education program.

**KEY DUTIES AND RESPONSIBILITIES:**

*Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.*

1. Oversees the Prevention and Early Intervention programs in Student Health Services, including developing, implementing, and evaluating education and outreach activities on the prevention, recognition, and treatment of psychological and behavioral problems.
2. Coordinates tasks required for health promotion and/or prevention grant funding, including budget development, budget tracking, and invoice preparation. Prepares and submits reports and facilitates appropriate communications with grantors. Monitors measurable outcomes through data collection and analysis. Attends meetings associated with grant objectives.
3. Develops and provides a variety of health promotion services, including classroom-based presentations and mental health skill-based trainings. Plans and implements campus-wide events, workshops, and outreach activities to promote health for students.
4. Gathers, analyzes, and consolidates information to develop effective health promotion communications for the college community.
5. Participates as a Behavioral Consultation, Assessment, Response & Education (B-CARE) Team member, providing professional development activities on preventive early interventions with students demonstrating behavioral signs of mental health challenges.
6. May assist with Title IX investigations; provides training on sexual assault prevention and Title IX through classroom presentations, campus-wide events, online resources, and videos.
7. Collaborates with Student Life, Equity and Engagement, Learning Communities, and the Intercultural Center staff and students in order to ensure mental health topics are integrated with student development theory and practice. Develops and provides leadership training for students who work in student services departments.
8. Collaborates with Institutional Research to design and apply quantitative and qualitative research through survey development, focus group design and facilitation, data analysis and interpretation, and summary reports.
9. Serves as liaison to a variety of community service agencies and providers. Coordinates memoranda of understandings, honorariums, or contracts.
10. May serve as a lead worker to other classified staff.
11. Recruits, hires, trains, and evaluates and supervises short term, non-continuing (STNC) employees.

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**ABILITY TO:**

Provide leadership and problem-solving skills in analyzing health promotion needs of emerging adults; serve as a health information resource and make presentations to students, faculty, and the public; collaborate productively and cooperatively with individuals and groups both internally and/or externally; communicate effectively, both orally and in writing; exercise appropriate judgement in interactions with others and with work processes; interact with the public in a helpful, courteous, and professional manner; and demonstrate sensitivity to, and respect for, a diverse population.

**KNOWLEDGE OF:**

Principles, methods, and techniques of college student development and population-based assessment, planning, intervention, and evaluation of evidence-based health education; promotion and prevention programming that supports behavioral change; behavioral risk factors and health conditions affecting college students, including substance abuse, depression, and sexual assault; project coordination and budget management; relevant local, state, and federal rules and regulations, policies and procedures, including federal Title IX regulations; and applicable technology usage, including standard office productivity software and other appropriate technology.

**QUALIFICATIONS:**

*Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)*

**EDUCATION:**

Bachelor's degree in Public Health, Health Education, or a closely related field of study.

**EXPERIENCE:**

3+ years of related experience in health education, health promotion, and /or prevention of health conditions.

**SANTA ROSA JUNIOR COLLEGE COMMITMENT:**

*All classified job descriptions require a commitment to the District's Vision, Mission, Values, Goals and Objectives as articulated in the [Strategic Plan](#).*